



QD-QA-006
REVISION E

EFFECTIVE DATE: November 15, 2005

ORGANIZATIONAL INSTRUCTION

BASELINING AND CERTIFYING TEST FACILITIES OR TEST FACILITY SYSTEMS

OPR(s)

QD10, QD20, QD30, and
QD40

OPR DESIGNEE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/9/97	
Revision	A	7/1/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action of NCR 266
Revision	B	9/05/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	C	6/13/03	Change of approving authority. Replaced all references of QS10 to S&MA Quality Assurance.
Revision	D	10/1/04	Updated OI to implement HQ Rules Review in accordance with CAITS Action # 04-DA-01-0387) (Utilizing the word "Shall" for all requirements, removing ambiguity, removing non-requirements, etc.)
Revision	E		Administrative change - 4.4 changed QS10 to QA.

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BASELINING AND CERTIFYING TEST FACILITIES OR TEST FACILITY SYSTEMS

1. SCOPE

1.1 Scope. These instructions define the method to baseline and certify test facilities and facility systems (configuration verification) to support a facility activation procedure prior to a formal test program that has quality surveillance.

1.2 Purpose. To ensure consistent quality assurance methods for test facility baselining.

1.3 Applicability. This instruction is applicable to all S&MA Quality Assurance personnel that participate in test facilities baselining. This procedure may also be used by on-site contractor personnel.

2. APPLICABLE DOCUMENTS

None.

3. DEFINITIONS

None.

4. INSTRUCTIONS

4.1 Prior to the start of or in conjunction with a facility system Facility Activation Procedure (FAP), S&MA Quality Assurance personnel shall conduct a baseline documentation review to determine configuration status. The baseline data package is comprised of “as-built” drawings, schematics, Test Preparation Sheets (TPS’s), and component hard cards, as applicable.

4.2 The baseline data package and any related acceptance data packages shall be evaluated to ensure that all documentation has been completed and accepted by the responsible organization and that all requirements of the Facility Activation Plan or Test Requirements Document, if applicable, have been satisfied. In addition, S&MA Quality Assurance personnel shall review all nonconformance documentation to ensure that it is closed or verified by the Test Engineer as “no constraint” to test.

4.3 S&MA Quality Assurance personnel shall coordinate with the Test Engineer or Systems Engineer to perform a configuration verification of the facility or system. Compliance with applicable drawings, schematics and component serial numbers shall be verified. The responsible engineer shall be informed of the configuration status, and of any discrepancies including work performed to preliminary drawings, which have not been subsequently approved. S&MA Quality Assurance personnel shall ensure that appropriate work authorizing documentation or engineering changes are generated to resolve any discrepancies.

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4.4 Upon completion of the configuration verification and the resolution of any discrepancies, the QA representative shall sign the FAP, unless the FAP is required as part of the baselining process. The exact sequence depends on the test project, test engineer, and complexity of the system. Configuration status shall also be reported to the applicable Test Readiness Review Board, Operational Readiness Review Board, or Pretest Meeting. The S&MA Quality Assurance representative shall also coordinate with the Safety engineer to facilitate closure of Hazard Analysis open items.

5. NOTES

5.2 Directive Replacement. This Directive replaces QS10-QA-006, Rev D, Baselineing and Certifying Test Facilities or Test Facility Systems.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. RECORDS

None

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None